

## **NORTHGATE STAKEHOLDERS GROUP**

### **Recommended Process for Drafting and Submitting Advice to the City**

The Northgate Framework Resolution asks the Stakeholders Group to provide advice to the City on the scope of work for a Coordinated Transportation Investment Plan (CTIP) and South Lot development (open space/drainage options and the Lorig proposal) as well as other issues.

#### **Drafting Advice**

The following process is recommended to enable the Group to develop advice on these issues.

At its May 11 meeting, the Group would discuss the draft scope of work for **CTIP** as well as **open space and drainage options for South Lot development**. Group discussions on these issues would help shape the Group's presentation for the May 13 Community Forum. (The facilitation team will draft the statements.)

On May 20, the Group would review the public input from May 13 and finalize the advice on transportation issues and CTIP and on open space/drainage options for South Lot. The agenda would also provide time for discussions that lead to advice concerning **the Lorig proposal** so that advice on this issue could also be forwarded to the City. The Stakeholders Group would agree on the wording of the advice for all three issues before the end of the meeting.

#### **Submitting Advice to the City**

It is recommended that the Group's advice be presented both in writing and in person.

**In writing:** A formal memorandum from the Stakeholders Group Chair, on behalf of the Group, would be sent to the City for each issue. Each memorandum would:

- Identify the issue which is the subject of the advice;
- Describe the Group's process for learning about and deliberating on the issue;
- Report the Group's advice along with the rationale for its advice. If the Group has not reached consensus on its advice, the report will present the different perspectives and the rationale for each; and
- Request a response from the City on how the Group's advice was used.

Space could be allotted at the bottom to insert the City's response, so both the advice and the City's response would be available in a single document.

**In person:** The Chair would report the Stakeholders Group's advice in a formal presentation to the City Council.